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**RECEIVED**  
**JUL 15 2005**

\*\*\*\*\*MIXED AADC 140  
STATE OF UTAH DIV OF OIL, GAS & MINING  
P.O. BOX 145801  
SALT LAKE CITY, UT 84116-3154  
|||||

15/1

DIV. OF OIL, GAS & MINING

Dear Vendor,

We are in the process of updating the vendor master data in our system. Please review your data below and verify its accuracy. If items are blank, please fill in the data as necessary.

<b>Vendor Number</b>	3003095
<b>Name</b>	STATE OF UTAH DIV OF OIL, GAS & MINING
<b>Address</b>	1594 W NORTH TEMPLE STE 1210
<b>P.O. Box</b>	145801
<b>City</b>	SALT LAKE CITY
<b>State/Province</b>	UT
<b>Postal Code</b>	84116-3154
<b>Country</b>	U.S.A.

<b>Contact Person/s</b>	
<b>E-mail</b>	
<b>Telephone</b>	801-536-5340
<b>Alternate Telephone</b>	
<b>Fax</b>	801-359-3940

Additionally, please review the options for the Electronic Exchange of Information below and indicate your interest.

Receipt of Purchase Orders via EDI	Yes/No
Submission of invoices to Holcim (US), Inc. via EDI	Yes/No
Receipt of payment electronically	Yes/No
Receipt of payment remittance advice via EDI	Yes/No

If you answered yes to any of the above questions, a representative from NABS will be contacting you soon to obtain needed information.

**PLEASE RETURN THIS PAGE ALONG WITH A SIGNED COPY OF THE TERMS & CONDITIONS IN THE ENCLOSED POSTAGE-PAID ENVELOPE.**



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DIV. OF OIL, GAS & MINING

## **Attention Holcim (US), Inc. Vendors**

### **Action Required!!!**

Effective July 18, 2005, all vendor invoices must be sent to the following address:

### **New Bill-To Address**

**North American Business Services  
P.O. Box 7500  
Concord, ON CAN  
L4K 1B6**

We would like to take this opportunity to alert you to new invoice procedures and processing options and verify the data we have on file for you.

The remainder of this package includes:

- A copy of the current vendor information we have on file for you. **Please review this information, make any corrections, and return it to us in the enclosed postage-paid envelope. Please return this sheet even if your vendor data is all correct.**
- A copy of our purchasing Terms & Conditions. **Please review this document, sign it, and return it along with your vendor information in the enclosed postage-paid envelope.**

**Invoice Requirements:**

All invoices for Holcim (US), Inc. are required to be sent to the North American Business Services (NABS) effective July 18, 2005. Each invoice should have a Holcim (US), Inc. Purchase Order Number clearly identified on it. Invoices without a Purchase Order Number may result in your payment being delayed or no payment at all.

Additionally, as our processing center is now located in Canada, it is critical that the proper postage be applied in order for the invoice to reach us. Please check with your local Post Office to understand the postage requirements for each piece of mail. It will be beneficial to both you and Holcim (US), Inc. to consider submitting invoices electronically (see details below).

**Customer Support Center:**

A new Customer Support Centre (CSC) has been created to offer a single point of service for all questions related to your invoices, payment, and vendor data. We have created a team of specialized support professionals dedicated solely to supporting you, our *vendors*, with the goal of improving the level of service support you receive from Holcim (US), Inc..

Effective **July 18**, please direct all inquiries to the CSC. We can be contacted via phone or email during business hours, or you may leave a voice mail or email message after hours, which we will return the following business day.

Our new phone number is **1-800-854-4656**

Our new fax number is **1-866-672-7422**

Our new email address is [askNABS@Holcim.com](mailto:askNABS@Holcim.com)

**Purchase Order Distribution:**

All purchase orders from Holcim (US), Inc. will now be distributed to you **via fax**. We will begin using the fax number listed on your vendor information in July. Please verify the enclosed copy of your vendor information and let us know of any changes prior to July 18. If you do not have fax capabilities, purchase orders will be mailed to you.

**Electronic Exchange of Transactions:**

We are considering the implementation of electronic data exchange for many of our transactions. Review the options below and indicate your interest on the vendor data sheet that you will return to us in the enclosed postage-paid envelope.

- Receipt of Purchase Orders via EDI
- Submission of invoices to Holcim (US), Inc. via EDI
- Receipt of payment electronically
- Receipt of payment remittance advice via EDI

Thank you for helping us to serve you better.

Holcim (US), Inc.